



# *STATE OF MISSISSIPPI*

**CONTRACT NUMBER**

**8200021943**

**CONTRACT SMART NUMBER**

**1130-16-SWCT-00177**

**MMCAP CONTRACT FOR INFANT FORMULA**  
**NUTRICIA NORTH AMERICA**

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING AND TRAVEL  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET  
JACKSON, MISSISSIPPI 39201**

## INFANT FORMULA

STATE CONTRACT NO.: 8200021943 / 1130-16-C-SWCT-00177

EFFECTIVE DATES: OCTOBER 15, 2015 through October 31, 2016

### 1. AUTHORITY

- 1.1 Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) is a group of state agencies and political subdivisions, founded in 1988 as a group purchasing organization, which contracts for pharmaceuticals for state agencies and other political subdivisions in participating states. The state of Minnesota serves as the lead state for the organization and in this role establishes and maintains all MMCAP contracts. MMCAP is a voluntary organization funded through the collection of an administration fee from the pharmaceutical manufacturers contracting with the alliance. MMCAP has a wide variety of practice settings represented within its participants. Among the settings represented within MMCAP's diverse membership (but not limited to) are correctional facilities, regional psychiatric treatment facilities, student health services, public health services, veteran's nursing homes, public hospitals, and community health clinic pharmacies.

### 2. CONTRACT ADMINISTRATION

- 2.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 501 N. West Street, Suite 701-A, Jackson, MS 39201; Phone: 601-359-3409. Our office will contact the MMCAP Administrator to resolve any problems that may arise.

3. Information on the payment options and charges can be obtained from the vendor. Also, each agency should contact the vendor to set up possible electronic ordering procedures, payment schedules, anticipated volumes and acceptable delivery schedules.

### 4. OTHER INFORMATION

- 4.1 As in our previous pharmaceutical contracts, the items listed in the formula contract are not in SMS.

To begin purchasing from the Minnesota Multistate Contract, agencies must have returned a copy of the attached MMCAP Membership Application Form to The Office of Purchasing and Travel. This form may be faxed to 601-359-3910. The initial process will take approximately 2-4 weeks.

Please contact the following with any questions concerning MMCAP:

Email for MMCAP is: [Mn.MMCAP@state.mn.us](mailto:Mn.MMCAP@state.mn.us)

Fax #651-297-3996

Sara Turnbow  
651-201-2414  
[Sara.Turnbow@state.mn.us](mailto:Sara.Turnbow@state.mn.us)

Tricia Heintz  
651-201-2416  
[Tricia.Heintz@state.mn.us](mailto:Tricia.Heintz@state.mn.us)

Dorothy Johnson  
651-201-2417  
[Dorothy.Johnson@state.mn.us](mailto:Dorothy.Johnson@state.mn.us)

PHARMACEUTICALS

STATE CONTRACT NO.: 8200015378 / 1130-15-C-SWCT-00495

CATALOG NO.: 269-01

EFFECTIVE DATES: November 1, 2015 through October 31, 2016

Web site address for MMCAP is [www.mmcap.org](http://www.mmcap.org)

For information on how to obtain the MMCAP contract through the Electronic Catalog on the Internet, please contact Tricia Heintz at 651-201-2416 or at [Tricia.Heintz@state.mn.us](mailto:Tricia.Heintz@state.mn.us)

5.2 Purchases from the Prime Vendor: When ordering from the Prime Vendor the following procedures should be followed:

- a. The agency should contact the Prime Vendor to set up electronic ordering procedures, payment schedules, anticipated volumes and acceptable delivery schedules.
- b. The agency should order the desired products using the correct ordering procedures.
- c. Upon receipt of the correct items and a correct invoice, the agency should forward the following documents to the State Department of Finance and Administration at the following address: Financial Control Division, 701-B Woolfolk Building, 501 N. West Street, Jackson, MS 39201.
  1. The purchase order should include:
    - The contract number
    - Invoice number(s)
    - Invoice total(s)
    - Purchase order total
    - Show requisition for warrant number on P.O.
  2. Two copies (both Financial Control's copies) of the requisition for issuance of warrant.
  3. An original copy of the invoice(s).